

SENATE BILL NO. 170
INTRODUCED BY K. GEBHARDT

A BILL FOR AN ACT ENTITLED: "AN ACT CLARIFYING REIMBURSEMENT RATES FOR MEALS AND LODGING FOR FOREIGN TRAVEL; AUTHORIZING THE DEPARTMENT OF ADMINISTRATION TO DESIGNATE THE LOCATIONS AND CIRCUMSTANCES FOR REIMBURSING FOREIGN TRAVEL EXPENSES AT RATES HIGHER THAN THE MAXIMUM RATE; AMENDING SECTION 2-18-501, MCA; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Section 2-18-501, MCA, is amended to read:

"2-18-501. Meals, lodging, and transportation of persons in state service. All elected state officials, appointed members of boards, commissions, or councils, department directors, and all other state employees must be reimbursed for meals and lodging while away from the person's designated headquarters and engaged in official state business in accordance with the following provisions:

(1) Except as provided under subsection (3), for travel within the state of Montana, lodging must be authorized at the actual cost of lodging, not exceeding \$35 per day, and taxes on the allowable cost of lodging, except as provided in subsection (3), plus \$5 for the morning meal, \$6 for the midday meal, and \$12 for the evening meal. All claims for lodging expense reimbursement allowed under this section must be documented by an appropriate receipt.

(2) Except as provided in subsection (3), for travel outside the state of Montana and within the United States, the following provisions apply:

(a) Lodging must be reimbursed at actual cost, not to exceed the prescribed maximum standard federal rate per day for the location involved plus taxes on the allowable cost.

(b) Meal reimbursement may not exceed the prescribed maximum standard federal rate per meal.

(3) The department shall designate the locations and circumstances under which the governor, other elected state officials, appointed members of boards, commissions, or councils,

department directors, and all other state employees may be authorized the actual cost of THE FOLLOWING:

(a) MEALS WHEN THE ACTUAL COST EXCEEDS THE MAXIMUM ESTABLISHED IN SUBSECTION (4)(a); AND

(b) lodging when the actual cost exceeds the maximum established in subsection (1), or (2)(a), or (4)(a)

(4) For Except as provided in subsection (3), for travel to a foreign country, the following provisions apply:

(a) All elected state officials, all appointed members of boards, commissions, and councils, all department directors, and all other state employees must be reimbursed ~~for the cost of meals and lodging within the rates established by the department of administration when traveling in the normal course of their duties to designated areas. The department shall use, which may not exceed the maximum per diem allowances set by the United States department of state maximum travel per diem allowances for travel to foreign areas in establishing the rates~~ AS FOLLOWS:

(I) \$7 FOR THE MORNING MEAL, \$11 FOR THE MIDDAY MEAL, AND \$18 FOR THE EVENING MEAL; AND

(II) \$155 PER NIGHT FOR LODGING.

(b) All claims for MEAL AND lodging reimbursement allowed under this subsection (4) must be documented by an appropriate receipt.

(5) When other than commercial, nonreceiptable lodging facilities are used by a state official or employee while conducting official state business in a travel status, the amount of \$12 is authorized for lodging expenses for each day in which travel involves an overnight stay in lieu of the amount authorized in subsection (1)(a) or (2)(a). However, when overnight accommodations are provided at the expense of a government entity, reimbursement may not be claimed for lodging.

(6) The actual cost of reasonable transportation expenses and other necessary business expenses incurred by a state official or employee while in an official travel status is subject to reimbursement.

(7) The provisions of this section may not be construed as affecting the validity of 5-2-301.

(8) The department of administration shall establish policies necessary to effectively administer this section for state government.

(9) All commercial air travel must be by the least expensive class service available."

NEW SECTION. **Section 2. Effective date.** [This act] is effective on passage and approval.

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